



**SILENCER
CENTRAL**

HOW TO DO YOUR FINGERPRINTS

Watch the *How To Do Your Fingerprints at Home* YouTube video

Review this document before starting your fingerprints.



1. Wash your hands prior to taking your fingerprints.



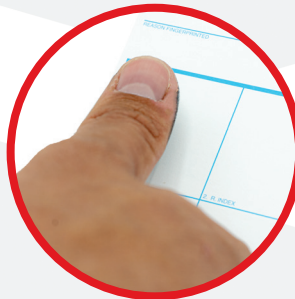
2. Each fingerprint is labeled in the bottom left corner of each block.



3. Do one fingerprint at a time starting with your right thumb.



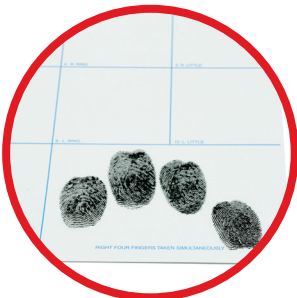
4. Roll your thumb across the ink pad from left to right.



5. Roll your thumbprint while pressing moderately on the assigned block.



6. Repeat steps 5-8 with each finger and thumb on both hands



7. The bottom row is for simultaneous impressions of all fingers and thumbs.



8. Re-ink all fingers for the simultaneous impression followed by the thumbs.



9. Press straight down for these impressions, don't roll your fingers or thumbs.

Deformed or missing fingers: If the finger is deformed, every attempt should be made to record the fingerprint in both the rolled and plain impression blocks. Missing fingers should be designated via a notation in the fingerprint block (e.g. amp, missing at birth, severed). Tip-amputated fingers and scarred fingers should be recorded in both the rolled and plain impression blocks when possible.

Refer to the completed application card example on the reverse side.

HOW TO: Complete Your Fingerprint Cards

Read the instructions carefully before you start. Your kit includes two (2) FD-258 cards to be completed and returned to our office for processing. We encourage you to practice on a piece of plain paper before you begin.

As stated at the top of the fingerprint card **PRINT ALL INFORMATION IN BLACK INK.**

APPLICANT		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI	
LAST NAME: DOE FIRST NAME: JOHN MIDDLE NAME: GENE					
SIGNATURE OF PERSON FINGERPRINTED: John Doe		ALIASES: AKA		DATE OF BIRTH: DOB	
RESIDENCE OF PERSON FINGERPRINTED: 123 Center St, Centertown, SD 57111		WVATF0800 ATF-NATL TRA CTR MARTINSBURG, WV		DATE OF BIRTH: 01 01 1970	
CITIZENSHIP: CTZ		SEX: M RACE: W HEIGHT: 6' WEIGHT: 210 BLOOD TYPE: BRO BLD PLACE OF BIRTH: Brookings, SD			
DATE: _____ SIGNATURE OF OFFICIAL TAKING FINGERPRINTS: _____		YOUR NO.: OCA		LEAVE BLANK	
EMPLOYER AND ADDRESS: _____		UNIVERSAL CONTROL NO.: UCN			
REASON FINGERPRINTED: _____		ARMED FORCES NO.: MNU			
		SOCIAL SECURITY NO.: SOC			
		MISCELLANEOUS NO.: MNU			

FINGERPRINTS				
1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		11. L. THUMB	12. R. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

REFERENCE CODE TABLES

Please refer to the tables below when completing your cards. Use the provided codes for the following fields: Sex, Race, Eye color, and Hair color. Be sure to use the codes provided so your submission isn't rejected.

Once you have completed your form and captured your fingerprints, mail your cards back to Silencer Central using the included self-addressed envelope.

SEX CODES

Code	Literal	Description
F	Female	Female
G	Female	Female, Print, Male Reference
M	Male	Male
N	Male	Male Print, Female Reference
X	Unknown	Unknown Sex

RACE CODES

Code	Literal	Description
A	Asian or Pacific Islander	Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or other Pacific Islander
B	Black	A person having origins in any of the black racial groups of Africa
I	American Indian or Alaskan Native	American Indian, Eskimo, Alaskan Native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition
U	Unknown	Of indeterminable race
W	White	Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race

HAIR COLOR CODES

Code	Literal	Code	Literal
BAL	Bald	ONG	Orange
BLK	Black	PLE	Purple
BLN	Blonde (or Strawberry)	PNK	Pink
BLU	Blue	RED	Red or Auburn
BRO	Brown	SDY	Sandy
GRN	Green	WHI	White
GRY	Gray (or partial)	XXX	Unknown

EYE COLOR CODES

Code	Literal	Code	Literal
BLK	Black	GRN	Green
BLU	Blue	HAZ	Hazel
BRO	Brown	MUL	Multi-colored
GRY	Gray	PNK	Pink
XXX	Unknown		

Fill out the required fields indicated by the yellow highlight. This will ensure your fingerprints are approved.

1. Full Legal Name (Last, First, Middle)
2. Date of Birth (DOB)
3. Citizenship (CTZ)
4. Sex
5. Race
6. Height
7. Weight
8. Eye Color
9. Hair Color
10. Place of Birth (be sure to use City and State)
11. Social Security Number
12. Signature of Person Fingerprinted
13. Residence of Person Fingerprinted

Visit [YouTube.com/SilencerCentral](https://www.youtube.com/SilencerCentral) for a tutorial on how to capture your fingerprints.



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